

TAB C

RECOMMENDED CHANGES IN LOGGING AND CONTROL REQUIREMENTS

	<u>Present</u>	<u>Proposed</u>
1. Log In and Out:		
a. All classified papers		X <u>1</u> /
b. Selected classified papers	X	
c. Separate registration and control of attachments	X <u>2</u> /	
d. New registration (new DDP No.) for re-entry of previously controlled item.		X <u>3</u> /
e. Re-registration (same DDP No.) for re-entry of previously controlled item.		
f. Re or New Registration for previously controlled items, now received as attachments	X <u>2</u> /	
g. Registry control of internal routing	X	
h. Establishment of Registry control after transmittal in expedite cases		X
i. Assign DDP No. to ER controlled items		X <u>3</u> /
2. Suspense File:		
a. DDP action on DCI controlled items.	X <u>4</u> /	X <u>4</u> /
b. DDP action (other than DCI)	X	X <u>5</u> /
c. Div. or Staff action for DDP	X	X
d. DDI or DDS action for DDP		X
3. Abstract Index: (Alpha)		
a. All logged items (est. 9000 ann.) or	X	X
b. All subject file material (3000 ann.)		
4. Retention of Index:		
a. Permanent - No cut off	X	
b. Permanent - Annual cut off		
c. Temporary - Annual cut off - Hold 3 yrs & destroy		

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25X1A 1/ [REDACTED] This regulation appears to require the logging of all classified paper. However, the log could be simplified for certain types of material. Examples of classified items not now logged: [REDACTED] Training Bulletins, Reproduced Copies of material issued by OISD, DDI, etc., and certain Office of Personnel memoranda.

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2/ Not all attachments are separately controlled but it is recommended that the practice be discontinued entirely. Examples of separately registered and controlled attachments are:

a. Transmittal memo for an attached letter to be signed by the DCI or BDP.

b. Memo from a Division Chief concerning an attached memo directed to the Division Chief by the AD/ST.

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c. Memo from OCR with attachment concerning each Div. or Staff. ([REDACTED], 19 sets of abstracts were prepared.)

3/ New numbering is recommended in order to put the new control in the proper chronological sequence. (Cross reference to ER No., if any.)

4/ Only if suspense date has been indicated by DCI.

5/ This is now done by the Registry only if a suspense date is indicated by the originator and it should be continued on this basis. If any individual officer wants a suspense on all items routed to him, this should be done by the Secretary who can pull and use the abstract for this purpose.

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